

Step	Instruction	Screenshot																																								
Set course refresher date																																										
1.	<ul style="list-style-type: none"> - Click on Dashboard, set refresher. 	<p>The screenshot shows the 'Food Safety Management Platform' dashboard. On the left, there's an 'Account Details' sidebar for 'Andreas Watson' at 'Big Byte Company'. The main area shows a 'Monthly statistical overview for March 2025' with four circular gauges: '24 Courses completed', '27 Courses in progress', '21 Refresher required', and '23 Refresher overdue'. Below these are several buttons: 'manage sites/users', 'training matrix', 'employee certificates', 'my courses' (circled in red), 'my course access', 'food safety culture', 'sample size calculator', and 'update refresher' (circled in red).</p>																																								
2.	<ul style="list-style-type: none"> - For each course an Expiration period can be set detailing after what time period the user has to retake the course. - The Refresher period is the number of days before the user has to retake the course and when logging into tolearn during the Refresher period the user is informed they are required to retake the course. - Once the Expiration period and Refresher period is completed for each course then click the “update” button to save the new settings. 	<p>The screenshot shows the 'Set refresher' configuration page. It has a table with columns for 'Course name', 'Expiration period', 'Refresher period', and 'update'. The 'Expiration period' and 'Refresher period' headers are circled in red. The 'update' button in the top right is also circled in red. The table lists several courses with their respective settings:</p> <table border="1"> <thead> <tr> <th>Course name</th> <th>Expiration period</th> <th>Refresher period</th> <th>update</th> </tr> </thead> <tbody> <tr> <td>Introduction to Food Microbiology</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Root Cause Analysis</td> <td>24 Months</td> <td>31 Days</td> <td>[update]</td> </tr> <tr> <td>Understanding Food Safety Culture</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Allergen Awareness</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Labelling</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Level 2 Food Safety</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Level 2 HACCP</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>Pest Awareness</td> <td>24 Months</td> <td>30 Days</td> <td>[update]</td> </tr> <tr> <td>COSHH</td> <td>36 Months</td> <td>30 Days</td> <td>[update]</td> </tr> </tbody> </table>	Course name	Expiration period	Refresher period	update	Introduction to Food Microbiology	24 Months	30 Days	[update]	Root Cause Analysis	24 Months	31 Days	[update]	Understanding Food Safety Culture	24 Months	30 Days	[update]	Allergen Awareness	24 Months	30 Days	[update]	Labelling	24 Months	30 Days	[update]	Level 2 Food Safety	24 Months	30 Days	[update]	Level 2 HACCP	24 Months	30 Days	[update]	Pest Awareness	24 Months	30 Days	[update]	COSHH	36 Months	30 Days	[update]
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